

ARTS EMERGENCY

**Chair of the Board
Application Pack
May 2022**



Heila on work experience at
Output Arts. Photo Tishon
Nicholson.



Gamze on work experience at Mother London. Photo: Hannah Daisy.

About us

Arts Emergency is a mentoring charity and support network. Since 2013, we have worked to address the inequalities in the creative and cultural sectors. Founded in Hackney by two friends, activist Neil Griffiths and comedian Josie Long, we now support 1,300 brilliant young people across the UK. We provide guidance so they can chart their own course. We create connections to help them get ahead.

Our values

- We are **bold**, actively changing UK culture in a big, far-reaching way
- We are **optimistic** about the future and celebrate the best in human nature
- **Community** is fundamental to our existence and the success of our mission

Read more about our life-changing work in our [Impact Report](#) ↗

78%

of mentees expanded their network

What we do

Arts Emergency provides 16-25 year olds in London, Greater Manchester, Brighton, Merseyside and beyond with a trained mentor working in their field of interest. Mentors help Young Talent set goals, explore their passions and make decisions about higher education, training and careers.

After they complete a year of mentoring, Young Talent can continue to access opportunities, advice, resources and paid work from the Arts Emergency Network until they turn 26. The network is made up of thousands of cultural professionals who've all offered to share crucial gateways into hard to crack industries like TV, publishing and architecture with young people underrepresented in those fields. High profile members include comedians Nish Kumar and Sara Pascoe, actors Nikesh Patel and Julie Hesmondhalgh, and writers Neil Gaiman and Sarah Perry.

“Arts Emergency has done more for me than I ever thought possible, it has opened doors I thought were closed. It has given me hope.”

DEJI, YOUNG TALENT

Find out what our mentors and mentees have to say about us:
[Watch Arts Emergency's 2020 highlights](#) ↗



Olamide reads her poem at a Celebration event. Photo Lilla Nyeki.

Our plans for the future

Our vision is of a society where every young person gets a fair chance to flourish and every opportunity to contribute to the culture in which they live.

This is an exciting time to join Arts Emergency and help to shape the future of the organisation. We are currently conducting a strategic review to inform our direction and update our mission and impact. This year we are also recruiting four new board members to help us achieve this and welcoming a new Youth Collective, who'll ensure that young people's voices are amplified through our work.

This is a critical time as we expand nationally to meet the urgent need for our support. Having grown five-fold since 2016, we're aiming to work with up to 2,000 young people by 2024/25.

Our Community programme is also growing to support our Young Talent with their career progression and personal development. We will enhance our work experience and paid work opportunities in partnership with creative and cultural organisations, and offer each young adult on our programme tailored CV, interview and employability support.

Read more about our plans in our [Vision document](#)



87%

of Young Talent now feel more informed about their career choices



Hosanna on her Technical Theatre Apprenticeship.

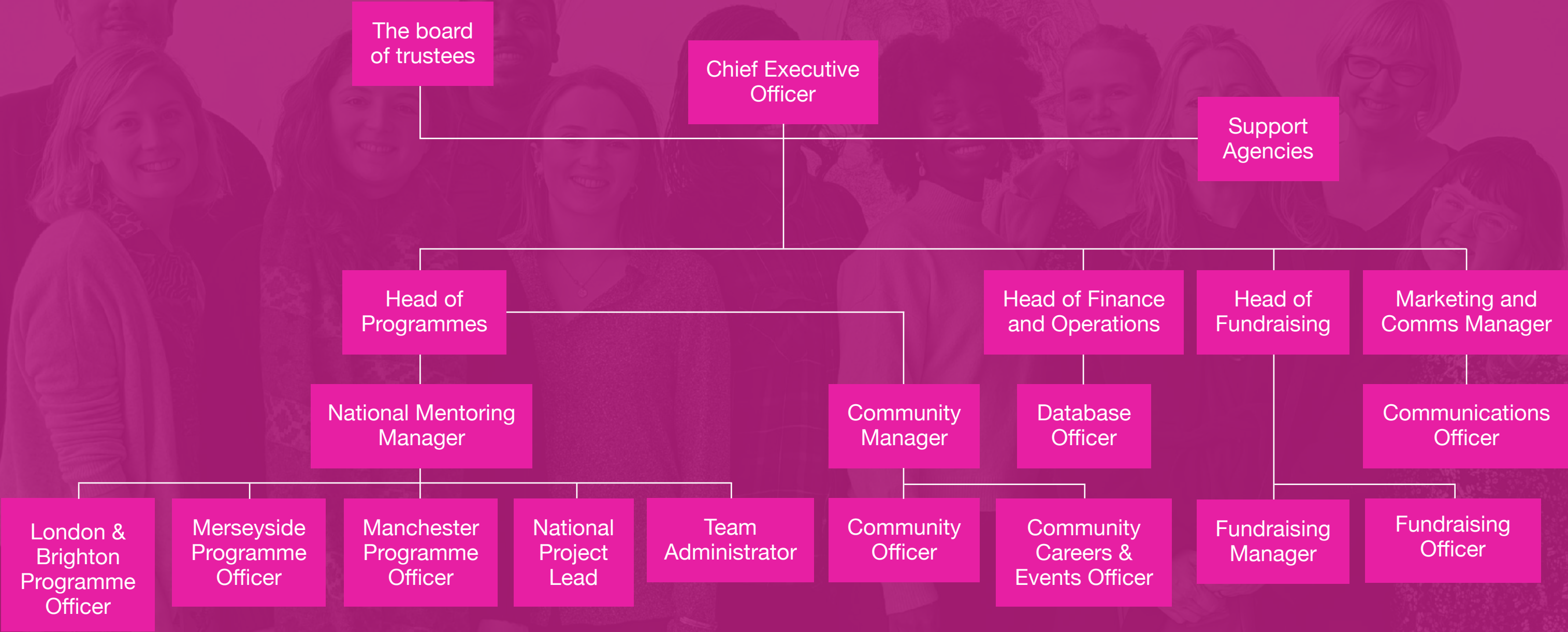
Our team

The Arts Emergency team is a group of passionate and dedicated staff and trustees who bring together a wealth of experience from the charity and cultural sectors.

[Meet our team](#) ↗

“I am thrilled to be part of the hugely important changes Arts Emergency is making to the industry and its legacy that has affected so many for the better, in such a short time.”

YOMI ADEGOKE - WRITER, JOURNALIST, AND BOARD MEMBER



Commitment to equality and diversity

Arts Emergency is committed to being a welcoming and inclusive organisation. We're dedicated to social justice and making the arts and humanities equitable for all. We help our volunteers to address the structural inequalities in the cultural and creative industries, and use our voice to influence gatekeepers to make real, long-term changes.

It is important to us that our board represents the backgrounds of the young people we serve. We particularly welcome applications from disabled people, LGBTQIA+ people, Black, Asian and minority ethnic candidates. We believe that a diverse board will have the best range of talents to work effectively and we encourage applications from people under the age of 30.

“Our future cultural landscape is in danger of being populated exclusively by the children of the wealthy and well-connected. I love Arts Emergency because it works to bridge this gap. To create the opportunities that have been taken away”

JULIE HESMONDHALGH, ACTOR

We guarantee to interview anyone with a disability whose application meets the person specification for a post. If you tell us that you have a disability we can make reasonable adjustments to the interview process, and, if you join us, to your volunteer arrangements. As an inclusive board we aim to make sure that everyone has an equal voice and is listened to. However, we also know that finance can be a barrier to participation. We therefore offer reasonable reimbursements for expenses such as travel, childcare and equipment.

London Celebration Event.
Photo: Lilla Nyeki.



Chair of the Board

We're looking for someone who can work effectively alongside the CEO and other board members to realise our vision. You'll be committed to helping young people pursue their passions and creating a culture that's inclusive for all.

We support a diverse range of young people and we aim to reflect this diversity on our board and within our team. For this role we are keen to speak to people who have lived experience, it's important that you understand first-hand the barriers faced by young people from underrepresented backgrounds. You will be a figurehead for the organisation and a role model for the young people we work with.

We are looking for an exceptional individual to lead the charity through an exciting period of change and growth. We are currently undertaking a strategic review and will be recruiting three new trustees later in the year. We are also planning to introduce two trustee places which will be filled by members of our Youth Collective.

Contract duration and salary

- voluntary position with a four year term of office, and a maximum nine years served in total
- if a trustee is considering stepping down, we ask trustees to continue for one year in order to induct a replacement trustee, or to give a minimum six months' notice
- we can cover expenses related to attending board meetings

Main purpose

- your key responsibilities are to ensure that the organisation remains legal and financially stable. You will do this through making decisions, and holding the CEO and staff team to account during meetings
- trustees play a key role in the governance of the organisation; directly supporting the CEO through strategic decision-making, business development and fundraising
- the trustees meet four times a year, but are expected to interact with the organisation in between
- we have two subcommittees which meet between main board meetings in order to recommend action to the wider board

Duties of the chair

- being at the heart of the board, providing leadership to the organisation and trustees by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- chairing board meetings
- giving direction to board policy-making
- checking that decisions taken at meetings are implemented
- representing the organisation at functions and meetings, and acting as a spokesperson as appropriate
- bringing impartiality and objectivity to decision-making
- building relationships with trustees and leading on the inclusive culture of the board
- line managing the CEO, including annual appraisal
- leading on development and review of the charities governance in line with the Charity Governance Code with support from trustees and the executive team

Key tasks with the CEO and Head of Operations and Finance

- planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
- setting agendas for board and other general meetings
- developing the board of trustees with a focus on induction, training, appraisal and succession planning
- supporting decision making and addressing conflict within the board and organisation, working with the chief executive to achieve positive outcomes
- liaising with the CEO to keep an overview of the organisation's affairs and to provide support as appropriate

General duties of a trustee

- ensuring that Arts Emergency pursues its stated objects (purposes), as defined in its governing document, by developing and agreeing a long-term strategy. Our objects include:
 - to promote the arts and higher education and to encourage, maintain and develop public education and appreciation of the arts and higher education

- to remove barriers to young people who wish to study through a network of support, introduction to mentoring schemes and to assist young persons who wish to study an arts degree in all aspects by, but not limited to:
- to promote, improve, develop and maintain the appreciation of the arts
- ensuring that Arts Emergency complies with its governing document, charity law, company law and any other relevant legislation or regulations
- ensuring that Arts Emergency applies its resources exclusively in pursuance of its charitable objects (i.e. the charity must not spend money on activities that are not included in its own objects, however worthwhile or charitable those activities are) for the benefit of the public
- ensuring that Arts Emergency defines its goals and evaluates performance against agreed targets
- sustaining the good name and values of Arts Emergency
- ensuring the effective and efficient administration of Arts Emergency, including having appropriate policies and procedures in place

- ensuring the financial stability of Arts Emergency
- protecting and managing the property of the charity and ensuring the proper investment of the charity's funds
- following proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the chief executive

Person specification

You will bring your leadership experience from the creative or cultural sector. You don't need prior chairing experience, but if you have examples of bringing people together to make change, we'd love to hear about it. We're looking for someone who can work collaboratively with their fellow trustees. We need someone who can work effectively alongside the CEO and help him realise the organisation's vision of an arts industry that represents us all.

Skills/competencies

- determination to help Arts Emergency deliver its objects and aims
- leadership and community building skills
- warmth, tact and diplomacy
- excellent communication skills
- fair, diplomatic, a good judge and confidential when necessary
- a willingness to devote time and effort towards helping Arts Emergency grow
- strategic vision
- the ability to think creatively
- an advocate and ally willing to speak their mind
- an ability to work alongside and inspire our ambitious team

Personal qualities

- a commitment to Arts Emergency's values of being bold, optimistic and community focussed
- a commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership

Knowledge

- knowledge of the the barriers faced by young people from underrepresented backgrounds who are trying to forge a career in the arts
- an understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- we are also particularly interested in hearing from those who have experience of working with youth boards and/or youth trustees, though this is not essential

In addition to the above statutory duties, each trustee should use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

How to apply

You will be asked to supply a CV and a supporting statement showcasing your experience and interest in the role.

Please send your CV and supporting statement to:
executive@tpp.co.uk

If you have any questions about the application process or the role, please contact Emma Patmore on emma.patmore@tpp.co.uk or Lisa Ross on lisa.ross@tpp.co.uk.

Contact us

+44 (0)20 7683 1077

jobs@arts-emergency.org

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